



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE : Janitor
DEPARTMENT : Headstart
CLASS : Regular Part-Time/ 36-38 per week
SALARY : \$9.00/Hr.
OPENING DATE : February 13, 2014
CLOSING DATE : Open Until Filled

POSITION SUMMARY:

Under the direction and supervision of the Head Start Program Manager and Health and Disabilities Manager, the Janitor is responsible for keeping the Head Start Building and grounds in a clean and sanitized environment.

ESSENTIAL FUNCTIONS:

- Perform regular janitorial duties to ensure that the Head Start indoor and outdoor areas are clean and free from health and safety environment.
- Promptly report the need to repair or replace any equipment that is not safe or in working condition.
- General office assistance with filing, copying, telephone calls, up date student records and performs classrooms maintenance duties as requested.
- Communicate effectively with Head Start Staff.
- Attend in-service and training programs as required.
- Maintain confidentiality.
- Report child abuse and/or neglect as appropriate.
- Perform other duties as assigned by Immediate Supervisor and Director.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED Equivalent.
- Knowledge of Head Start Performance Standards and other Head Start requirements.
- Must be willing to work beyond regular hours as necessary.
- Must maintain or obtain a valid driver's license within 3 months of the hire date.
- Must submit to and pass a pre-employment and random drug/alcohol screening.
- Submit to and pass annual Physical Examination and TB Test.
- Maintain or obtain a current First Aide and CPR certification within 90 days of the hire date.
- Maintain or obtain a current Food Handlers certification within 90 days of the hire date.
- Must be able to follow directions and work well with others.
- Strong oral and written communications skills.

- Strong organizational skills and work efficiently as a member of a group.
- Must pass local, state and federal background check.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Pubic Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities